

Engineering Field Activity, Atlantic Division

Naval Facilities Engineering Command



DCOS Administration & Manpower Brief

CDR G. Harkness





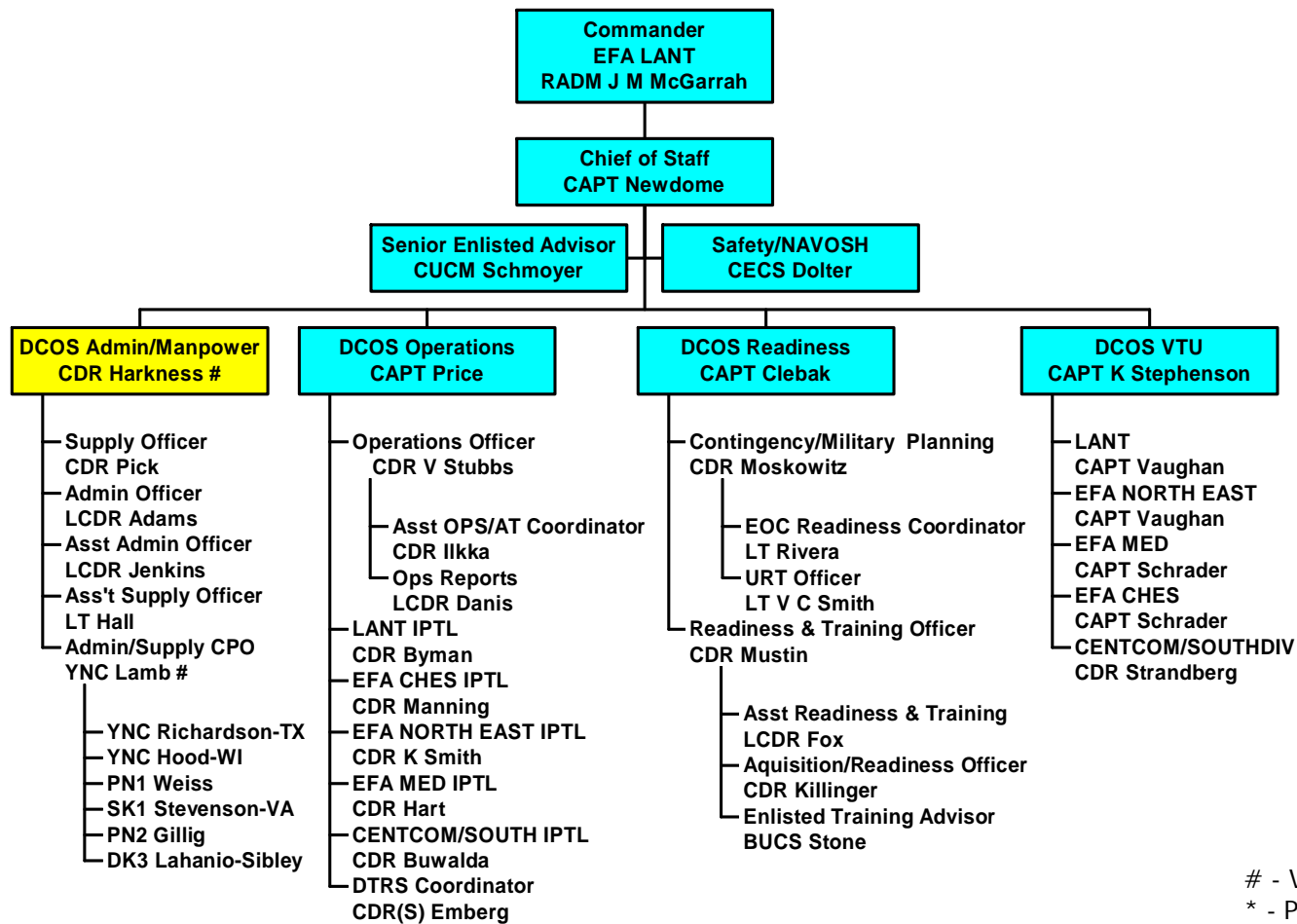
Presentation Outline



- ✦ Organization
- ✦ Key Admin Concepts
- ✦ Functional Responsibilities Overview
- ✦ Review of Administration Processes
- ✦ Admin Initiatives for FY04
- ✦ EFALANT Website
- ✦ NROWS Overview



EFA ATLANTIC Staff



Legend

- VTU

* - Prospective Gain



Key Admin Concepts

- Centralize Administration
 - Common procedures for all EFALANT units
 - Overhead reduction
- Process Ownership...Facilitation / Performance Ownership...Unit Chain of Command
 - Admin guides process for reports, FITREPs, EVALs, budget, etc. to ensure compliance with Navy Instruction/Policy
 - Units / Staff develop content
- Admin is not in your Chain-of-Command, we support it and you



Functional Responsibilities



- Manpower Management
- Fiscal Resources (\$) Management
- Admin Staff Management
- Consolidated Administration
- Information Technology



Manpower Management

- Billet Tracker (Access database)
 - CEC slate from NAVFAC HQ (O4 & Below)
 - O5/O6 RESFOR Apply Detailing
 - RUAD
 - Feedback from field
- Organization Chart w/Listed Billets
 - Officer: 99% (as of 22 OCT 03)
 - Enlisted: 39% (as of 22 OCT 03)
- Continuous Change



Fiscal Resource Management



Primary Areas

- IDTT/ADT Budget (NAVFAC)
- IDTT/ADT Orders Management
- LANTDIV Budget Management

Key Factor

- Cost Effective ADT/IDTT Orders - Mission Stretch



Admin/Manpower Staff

- DCOS Admin & Manpower - CDR Harkness
- Supply Officer - CDR Pick
- Admin Officer – LCDR Adams
- Asst Admin/Supply Officer – LCDR Jenkins
- Asst Supply Officer - LT Hall
- Command Master Chief - CUCM(SCW) Schmoyer
- Admin Office Operations – YNC Lamb
- Admin Support Personnel
 - YNC Richardson
 - YNC Hood
 - SK1 Stevenson
 - PN1 Weiss
 - PN2 Gillig
 - DK3 Lahanion-Sibley



Consolidated Administration



- ✚ Reports, Letters, and General Unit Admin
- ✚ Plan of the Quarter (POQ)
- ✚ Recall Bill
- ✚ Fitness Report & Evaluation process
- ✚ Awards and Member Recognition
- ✚ Welcome Aboard Package
- ✚ Drill Muster Reports for Norfolk RESCEN
- ✚ IDTT orders endorsements
- ✚ Official mail handling and routing
- ✚ Government Travel Credit Cards (local drillers) & Phone Cards
- ✚ General supply / support functions



Plan of the Quarter

- ✱ Official Navy Document the member is expected to locate, read and understand
 - ✱ POQ is the PRIMARY method of official correspondence to the member. Each member has the **responsibility** to read the POQ and be familiar with its contents
- ✱ “User Friendly” POQ
 - ✱ We don’t repeat general information
 - ✱ Include more timely and pertinent information
- ✱ Greater individual and CoC responsibility to ensure the word is passed & understood



Plan of the Quarter (con't)



POQ Preparation

- ❑ Forward POQ information to Admin by Thursday before the drill weekend for inclusion in the POQ
- ❑ POQ's are prepared in DEC, MAR, JUN & SEPT
- ❑ Inputs should be sent by e-mail to EFALANTHQ@efdlant.navfac.navy.mil
 - Make sure to include "POQ Note" in the subject line
 - If e-mail is not available, FAX to Drill Site

Goals on drill weekend for POQ

- ❑ Draft POQ to unit CO's by Saturday PM
- ❑ Sunday AM - POQ signed and submitted to RLO to post on EFALANT website



Recall Bill

Official Document

- Recall information includes name, address, phone numbers, & e-mail address(es)
- Member is responsible to inform Chain-of-Command of errors or inaccurate information
 - Send to EFALANT e-mail address with subject "Recall Bill"

Recall bill is posted on the website

- Members added and removed from recall bill based upon official orders, not hearsay
 - Send copies of your arrival/detaching orders to EFA LANT HQ



Mailings to Members

- ✚ Periodic Mailings as Required
 - ✚ RUAD to Dept Heads, COs and XO's (monthly)
 - ✚ Miscellaneous Material (e.g. record purges from RESCEN)
 - ✚ FITREP/Evaluation Blanks
- ✚ Quarterly Mailings (to those without e-mail/internet)
 - ✚ Plan of the Quarter
 - ✚ Recall Bill
 - ✚ Organization Charts



Awards and Member Recognition

- ✚ Chain-of-Command responsibility to promptly and properly submit their personnel for awards
 - ▣ Admin will help the Chain-of-Command in the correct format and style - but not content
- ✚ EFALANT SOP 3 - Key to Preparation / Format
 - ▣ Form 1650 - use electronic format – complete
 - Completed 1650 must be signed by originator
 - ▣ Summary of Action and Citation must be provided



Welcome Aboard Packages

- Purpose is to promote the rapid orientation of a new member to the unit
- Beginning with FY04, package is on the EFALANT web site
 - New members will be provided with web address
 - Only those members without internet access will be mailed a hard copy



Drill Admin – Local Drillers



- Unit Member is responsible to help maintain an accurate muster report
- Flex Drills
 - Must notify RESPAY Officer dates on which they drill and plan to drill (prior to the date scheduled)
 - No prior coordination will result in Unauthorized Absence (U's)
 - Members will receive a muster sheet to be signed by official at remote drill site
 - Member must fax completed muster sheet to Reserve Center with a copy to EFA LANT
 - Flex Drillers should drill with Unit once per quarter



IDTT Orders / Drill Admin

- ✱ Endorsed IDTT orders = Muster report
 - ✱ You will not get a separate muster sheet
- ✱ Members are responsible for submitting copy of endorsed orders to their Home RESCEN to obtain drill credits/pay
- ✱ Advise your Home RESCEN unit (CB Det) of your IDTT orders prior to normal RESCEN drill



IDTT Travel Claims

- ✚ EFALANT does not handle/process your travel claim
- ✚ NAVFAC does not handle/process your travel claim
- ✚ Submit your travel claim to your Home RESCEN or directly to the PSD servicing your RESCEN
 - ✚ Find out what the PSD wants in the way of documentation (each PSD has its own “quirks”)



Fitness Reports & Evaluations



- ❖ One of the most important responsibilities of the Chain-of-Command (CoC) to the member
- ❖ Admin - facilitates preparation of FITREPs and EVALs IAW Navy Policy and Instructions (format/process)
- ❖ CoC is responsible to Draft the FITREPs/Evals and ensure timely submission to Admin (content)
- ❖ Due dates are in the POQ



Member Counseling

- ✚ Counseling must be performed and documented mid-year
- ✚ Counseling provides the opportunity for the senior to review with the member
 - ▣ Performance to date
 - ▣ Establishment of goals for the remaining period



FITREPs & EVALs - Procedures

✚ Three Months Prior to Due Date

▣ Admin distributes

- FITREP/Eval with Member information to XO, Department Head, Member
- FITREP/Eval Guide as outlined in BUPERSINST
- Provide Promotion Distribution / Recommendations to XO for the competitive range

✚ Due dates to Dept Head and XO are specified in POQ



FITREPs/EVALs – Procedures (2)



- ✿ NLT than the 1st Day of the month before the evaluation is due (1 August for FITREPs due on 30 September)
 - ❏ XO provides smooth FITREP/Eval in NAVFIT format
 - All inputs must be in NAVFIT 98A format
 - <http://www.bupers.navy.mil/navfit/navfit.htm>
 - ❏ XO's input has All Marks, Promotion Recommendation & Distribution for competitive range
- ✿ At the following month's drill
 - ❏ Admin forwards FITREP/Eval to CO for signature and member counseling



FITREPs/EVALs – Procedures (3)

- ✚ As arranged between the CO and Admin (preferably that drill weekend)
 - ✚ COs return signed FITREPs / Evaluation
- ✚ Admin mails to BUPERS and a copy to member
- ✚ Blank FITREP and EVAL forms and a link to NAVFIT 98A are on the EFALANT Website
- ✚ Be aware of all BUPERS requirements



Officer/Chief FITREP Schedule



Items in Drill Month	Admin Distributes - info contained in POM Mailings to:	Unit(s) XO's Provide Input by the 1 st of this month - SEE NOTE (2)	Periodic (Annual) FITREP- due to CO's and BUPERS	Admin Distributes FITREP Blanks for Counseling:	Midterm Counseling - Provided to Members; results to XO's on
January	W4-W1w/XO & DH			O5, O4, O2, O1 E8, E7	O6
February	E9w/XO & DH	W4 – W1			
March		E9	W4 – W1	O3	O5, O4, O2, O1 E8, E7
April			E9		O3
May	SEE NOTE (1) O6				
June					
July		SEE NOTE (1)	O6		
August	O3w/XO & DH			W4-W1	
September		O3	SEE NOTE (1)	E9	W4 – W1
October			O3		E9
November					

Note:

- 1) All Officers and Chiefs Detaching at the End of the FY;
All Officers in Units with the CO Detaching at the End of the FY;
All Officers and Chiefs to receive an annual FITREP ending in SEP – CDR's, LCDR's, LTJG's, ENS's, Senior Chiefs & Chiefs (**05, 04, 02, 01, E8, and E7**)
- 2) The following items are required from each Unit XO to Admin when submitted
 - a. Completed Smooth writes ups for each person in competitive group
 - b. Complete Ranking/Promotion Recommendation (Admin will provide distribution information)
 - c. Confirmation that the member has verified blocks 1-29



Enlisted EVAL Schedule

Items in Drill Month	Admin Distributes - info contained in POM Mailings to:	Unit(s) XO's Provide Input by the 1 st of this month - SEE NOTE (1)	Periodic (Annual) EVAL- due to CO's and BUPERS	Admin Distributes FITREP Blanks for Counseling:	Midterm Counseling - Provided to Members; results to XO's on
January	E5w/XO & DH				E1-E3
February		E5			
March			E5		
April	E4w/XO & DH				
May	E1-E3w/XO & DH	E4		E6DH	
June		E1-E3	E4		E6
July			E1-E3		
August				E5DH	
September	E6w/XO & DH				E5
October		E6			
November			E6	E4DH	
December				E1-E3DH	E4

Note:

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 - b) Complete Ranking/Promotion Recommendation (Admin will provide distribution information)
 - c) Confirmation that the member has verified blocks 1-29



Signing FITREPs/EVALs

- ❖ Black Pen Only for Signature
- ❖ This is not a request, **it is a Navy Requirement**



Government Travel Credit Card (GTCC)

- ✿ Frequent travelers (2 times or more annually) should apply for GTCC (but NOT required)
- ✿ GTCC can be used to for cash advances @ ATMs
- ✿ Apply for GTCC through your RESCEN
- ✿ Pay Your Bill – **ASAP**.
 - Elevate the issue if you have problems
 - Serious career and personal credit rating impacts possible if your payment is delinquent
 - Use Split Pay – its REQUIRED if you use GTCC



Phone Cards



☛ Phone Cards

- ☐ Sign Authorization Letter/promptly certify bills
- ☐ Requests for phone card shall be managed through CoC

☛ Unit contact: LCDR Jenkins



Information Technology

✚ E-mail

- ✚ EFALANTHQ@efdlant.navfac.navy.mil
- ✚ E-mail is a primary method for group/mass information dissemination
 - However it is not infallible
 - No response may indicate the message wasn't received, not that the recipient is ignoring you
 - If in doubt (or critical) -- Call
- ✚ Use the Subject Line ...
- ✚ Watch what you write and how you write it



Information Technology (con't)

EFALANT Website

- Leveraged from LANTDIV
- ***<http://www.lantdiv.navfac.navy.mil>***
- POQ's / SOP's
- Organization Charts / Recall Bills
- FITREP and EVAL information
- Operations / Training Info
- Welcome Aboard package
- Password Protected Section



Computer Usage at LRA/Admin



- ✿ The 4 computers in the Admin Spaces are critical to getting our work done on drill weekends
 - ❏ Not available for general use
 - ❏ Don't plan on using the Admin computers during drill weekends
 - ❏ For special needs, requests for limited computer use should be directed to CDR Pick/LCDR Jenkins



FY04 Goals & Objectives



- ✱ Use EFALANT web site to post latest unit updates (POQ, Recall Bill, Organization Charts) rather than mass mailings.
 - ❑ Save labor and costs of mass copying / mailing
 - ❑ Members that do not have ready access to a computer and the internet will continue to receive hard copy mailings.
 - ❑ Advise all members of change and provide *url* for access to these documents.
 - ❑ Implement 1st Quarter FY04.



FY04 Goals & Objectives (con't)



- ✚ Develop procedure for nominating, selecting and recognizing EFALANT SOQ / SOY.
 - ✚ To include procedures for submitting nominee for NAVRESCEN Norfolk SOQ/SOY.
- ✚ EFALANT to use the same "Personnel Matrix" as EFAPAC
 - ✚ Provides a quick overview of personnel status of the 3 units & total for EFALANT.